
**U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy
Federal Energy Management Program**

Fiscal Year 2011 Call for FEMP Technical Services for Fleet Management

The U.S. Department of Energy (DOE) Federal Energy Management Program (FEMP) is issuing a call for Technical Assistance in the area of Federal Fleet Management. Project areas that will be considered include (but are not limited to): inventory analysis, optimum acquisition plans, alternative fuel use plans, right sizing, driver behavioral change, etc. FEMP is seeking applications for which technical assistance will ideally lead to project implementation, therefore helping meet Federal petroleum reduction goals. Only projects that provide purely technical assistance will be selected.

This call will be used to provide to agencies technical assistance for fleet management. Agencies are encouraged to submit requests to FEMP with a sense of urgency, and applications will be evaluated every month until funds are expended.

Agencies interested in requesting technical assistance from FEMP must apply online through the FEMP Central website by close of business **March 11, 2011**. Please contact the database manager supporting FEMP, Rosemarie Field, at 703-748-8611 or rosemarie.field@ppc.com to set up a FEMP Central username and password.

For more information about FEMP, visit our website at:
www.femp.energy.gov/services/pa_callforprojects.html

This call for FEMP services is for technical assistance only and cannot be used for funding of equipment, hardware, or infrastructure (i.e., capital purchases). Funding for successful applicants will not be transferred to agencies, rather the assistance will be provided directly by DOE national laboratories and contractors.

FEMP will review your request in a timely fashion and make a decision as to whether it can receive FEMP support. We will initiate a dialogue with successful applicants to develop time and cost parameters. At the conclusion of FEMP's technical assistance, agencies must follow through with project implementation as described in the criteria.

A. Selection Process

A Federal technical review team will evaluate applications based on the selection criteria listed in the document.

B. Selection Criteria

The decisive factors FEMP will use to select agency applications to receive FEMP assistance are compatibility with available expertise, availability of resources to meet agency needs, and value of anticipated project outcomes. FEMP will use the following set of criteria to evaluate technical assistance applications. Incomplete responses or the absence of a response to these criteria will impact the score assessed for the proposal.

- *Financial and Technical Merit* – The technology must have petroleum reduction potential and be consistent with current legislation and goals. The project must meet agency mission needs.
- *Agency Support and Project Implementation Plan* - The applicant must demonstrate a commitment to follow through with project implementation, demonstrate that the success of their project is significant

to their agency/facility, and provide a list of project team members (technical, management, and other relevant staff) committed to making the project a success. Please include a Letter of Interest.

Priority will be given to projects that are clearly conceived as reflected in a well-defined and realistic implementation schedule and projects with evidence of a secured source of financing for their implementation. The plan should include projected dates for design, construction, and installation.

- *Replication Potential* – Project proposals with replication opportunities will be given priority. The agency should describe how the proposed project will be replicated in other fleets within your agency and will offer opportunities for other Federal agencies to learn from the experience (i.e. case studies, articles, and web-based publications).
- *Project Description* – The applicant must clearly describe the project and expected impacts. This includes descriptions of the fleets, processes, functions or operations, and major impacted equipment. Additionally, a preliminary scope of work for the technical assistance should be provided. This includes the general tasks that you would like FEMP to complete for your project. Projects with a preliminary scope of work will be given priority.

C. Reporting Requirement

Cooperation with reporting requirements is expected for selected applicants to accommodate tracking projects.

D. Schedule

The first review will be due March 11, 2011.

After March 11, 2011, applications will be accepted on a first come, first serve basis until funds are expended. Agencies are encouraged to submit an application as soon as possible.

Applicants will be notified as soon as possible following a weekly review.

E. Application Process

Complete the online application at <http://fempcentral.com/awards>. Please contact Rosemarie Field at 703-748-8611 or rosemarie.field@ppc.com to set up a username and password.

An automatic e-mail confirmation will be sent to applicants from FEMP Central after **FINAL** submission.

Applicants will receive telephone or e-mail confirmation of receipt of applications sent by alternative methods. If you do not receive confirmation within 48 hours of receipt of your application, please contact rosemarie.field@ppc.com.

Application Questions

Application must be completed online at <http://fempcentral.com/awards>. Please contact Rosemarie Field at 703-748-8611 or rosemarie.field@ppc.com to set up a username and password.

Within the online application, you will need to provide a short answer for the following:

- Federal Agency Name, Contact Name, Address, Phone, Fax, E-mail, Project Name, Project Location (include facility name, city, and state)
- Projected project dates (for construction-related technical assistance)
- Fleet annual fuel cost
- Agency funding

Within the online application, you will need to choose the appropriate answer for the following questions:

- **Type of Fleet Management Technical Assistance** (General Federal vehicle fleet technical assistance, Technical assistance for fleet-related construction, Technical assistance for fleet related products or services)
- **What is the unit cost and type of energy being displaced by this project?** (Electricity, Natural gas, Propane, Diesel, Gasoline, Other)

Within the online application, you will need to provide a written response for the following questions:

- **Scope of Work and Detailed Project Description (i.e. Technical assistance description, facility and operations description, major impacted equipment) 1,000 word maximum:**
(A preliminary scope of work for the technical assistance should be provided. This includes the general tasks you would like FEMP to complete for your projects. A preliminary scope of work is necessary for the evaluation. The applicant must clearly describe the proposed project and expected impacts. Describe the fleets, processes, functions or operations, and major impacted equipment. Include the size of capital projects (size of fleets and/or value of construction (\$), number of vehicles and type of vehicles). Include potential for petroleum reduction if known.)
- **Are there plans to replicate this project within your facility or agency? If yes, describe:**
(Priority will be given to agencies that are significant in scope and offer excellent opportunities for replication to other facilities within your agency and benefits in the Federal sector.)
- **Describe your agency's level of commitment to supporting this particular project (Is there a team of technical, management, and procurement staff committed to making the project a success?):**
(The applicant must demonstrate a commitment to follow through with project implementation and demonstrate the success of their project is significant to their agency/facility and provide names/titles of the project team members (technical, management, and procurement staff) committed to making the project a success. Please include a letter of interest (See Attachment 1)).
- **How will your agency fund or finance the implementation of this project? If construction, what is your schedule for project implementation?**
(The applicant should explain ideas on how the project will be funded if the result of the technical assistance indicates it is a viable project opportunity for the agency.)
(Priority will be given to projects that are clearly conceived as reflected in a well-defined and realistic implementation schedule and projects with evidence of a secured source of financing for their project)

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- **What benefits will this assistance provide to your agency?**
(Describe energy security and reliability benefits, environmental benefits, and educational value demonstration benefits.)

Additional documentation *(Optional)*

- If you have completed an initial screening or assessment, please attach the results to your application.
- If you have completed a life cycle cost analysis for this project or you have documented the cost of the measures and proposed savings, please attach it to your application.

Questions

If you have any technical question about the online application process please contact Rosemarie Field at (703) 748-8611 or rosemarie.field@ppc.com.

If you have any questions about application eligibility, criteria, or other program details, please contact the following DOE representative:

Amanda Sahl
202-586-1662
amanda.sahl@ee.doe.gov